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FINANCIAL ADMINISTRATION

23 July 1979

OFFICE OF FINANCE NOTICE NO. 19-79

FROM: Edward L. Sherman  
Director of Finance

SUBJECT: General - Funds Obligations and Property Requisitioning  
Authorization Encumbrances

Specific - Deadline for Submitting Funds Obligations and  
Property Encumbrances as of 30 September 1979  
and Certification of FY 79 Obligations

1. PURPOSE - The purpose of this notice is to advise that

a. The obligations recorded in the Agency's accounts as of 30 September 1979 will be utilized for subsequent budget presentations. It is essential, therefore, that allottees establish an accurate record of obligations as of that date for Fiscal Year 1979.

b. Certain monthly financial reports will be produced mid-September 1979 to give Budget and Fiscal officers additional tools in assuring that the unliquidated obligations are proper and valid.

2. SUPPLEMENTAL REPORTS

Supplemental reporting of FY 79 obligation, encumbrance, expenditure and issue data will be made through mid-September production of the Open Obligation Activity (OOAR) and Open Encumbrance Activity (EAR) reports and selected Trend Reports. The OOAR will reflect obligations reported by obligating documents received by either section of the Data Base Management Branch by COB 13 September and it will include September obligations for all payrolls. Obligations for the biweekly and four-week payrolls will be based upon actual expenditures for the pay period ended 8 September. The monthly payrolls will be based upon expenditures for the pay period ended 31 August. The EAR will include encumbrance and issue data processed by the Inventory Control System as of 13 September. The Open Obligation Activity, Encumbrance Activity and selected Trend Reports should be distributed on 17 September 1979.

3. CLOSING DATE FOR REPORTING OBLIGATIONS AND ENCUMBRANCES

The close of business, 3 October 1979, will be the cut-off time for receipt by either section of the Data Base Management Branch for recording of FY 1979 APODs and other documents reporting valid obligations, encumbrances or adjustments thereof incurred through 30 September 1979.

This additional time is needed by offices with a surge of activity at the end of the fiscal year to accurately report obligations. The additional time will also permit recording late reports of obligation adjustments by field installations.

#### 4. CERTIFICATIONS

As required by Section 1331(b) of the Supplemental Appropriation Act, 1955, as amended (31 USC 200), the Director reports to the Office of Management and Budget in the Budget submission of each year that all statements of obligations furnished therein consist of valid obligations as defined in Section 1311(a) of that Act. The Director will be required to make a similar report concerning obligations for Fiscal Year 1979. To support this report, each allottee of a FY 1979 allotment is requested to complete the attached. The certification should be routed through the Directorate Planning Officer, to Accounts Division, Office of Finance, Room 513 Key Building by 5 October 1979. Responsibility for this certification may not be re-delegated by the Agency official to whom the allotment was made.

STATINTL



Edward L. Sherman

Reference:

MEMORANDUM FOR: Director of Finance

ATTENTION: Accounts Division, Office of Finance

THROUGH:

FROM:

SUBJECT: Certification of Fiscal Year 1979 Obligations

REFERENCE: Office of Finance Notice 19-79 dated 23 July 1979

"This is to certify that all obligations against funds allotted to me reported to the Office of Finance during FY 1979 which remained unliquidated as of 30 September 1979 were valid and properly documented in accordance with  para 20a and 20b."

STATINTL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date